




# Civilian Personnel Overview

A large, semi-transparent seal of the Joint Task Force, National Capital Region Medical, serves as a background for the text. It features an eagle with wings spread, perched on a shield with vertical stripes, surrounded by a circular border with the text "JOINT TASK FORCE" and "NATIONAL CAPITAL REGION MEDICAL".

Stephanie C. Rainey  
Director, Civilian Human  
Resources Center



# Overview

- 2005 BRAC mandated transformational change to military medicine in the NCR
- WRAMC, NNMC and DACH are experiencing upheaval and uncertainty
- Impact to civilian workforce demands close attention from managers
  - Civilian Human Resource offices provide support to managers for civilian employees



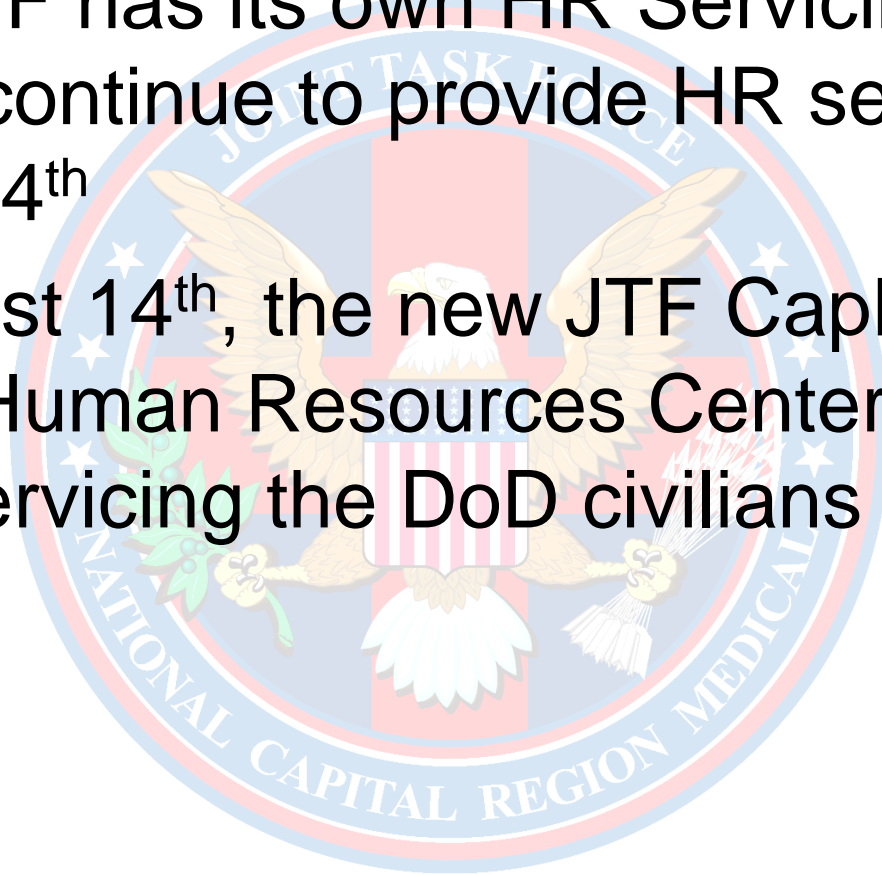
# HR Services during Transition





# HR Services

- Each MTF has its own HR Servicing Office that will continue to provide HR services until August 14<sup>th</sup>
- On August 14<sup>th</sup>, the new JTF CapMed Civilian Human Resources Center (CHRC) will be servicing the DoD civilians





# Contact Info

- WRAMC – WRAMC Civilian Personnel Advisory Center (CPAC)
  - 202-782-4660
- NNMCM – Human Resources Office (HRO) - Washington
  - 301-295-6800
- DACH – Fort Belvoir Civilian Personnel Advisory Center (CPAC)
  - 703-704-3009



# HR Services



- Staffing and Classification work
  - Main purpose is to fill jobs and provide advice on HR actions
- Labor and Employee Relations (LER) work
  - Helps with problem employees
- Equal Employment Office (EEO) and Employee Assistance Program (EAP)
  - Are a primary management responsibility to protect employee rights



# HR Services

- Training
  - Provides HR training to supervisors and employees
  - **HR for Supervisors** is mandatory
    - Provides indepth information and tools to manage civilian employees
    - Current HR offices offer courses regularly
    - CHRC will offer course as well



# **JTF CapMed CIVILIAN HUMAN RESOURCES CENTER**





# Human Resources Servicing



- New Human Resources office created to provide exclusive support to National Capital Region Medical organizations
  - Includes JTF HQ, WRNMMC, FBCH, Pentagon Health Clinic, Pentagon Dental Clinic, Joint Pathology Center, NICOE, Carderock
- On-site staff at Bethesda and Fort Belvoir
- Remote staff at Rock Island providing staffing and classification support with specialized medical recruitment cell (MedCell)

**OPEN FOR BUSINESS - AUGUST 2011!!**



# CHR Center Customized HR service delivery



- Strong on-site presence to provide daily advice and assistance
- Rock Island Staff will be primarily engaged in finalizing job descriptions, announcing jobs, issuing referrals and processing personnel actions
- Closely integrated with liaison offices to ensure smooth transition and operations
- Published standards for customer service



# Classification Work Group



- Classification work now and in future:
  - Work with management during transition to pre-position solutions to problems identified during workforce mapping
  - Consistency reviews of PD
  - Create Standardized PDs where possible
  - On-going routine classification workload



# CHR Center Key Milestones



- New Center Director reported for work 3/28
  - Staff being added incrementally
  - Rock Island staff ready for transition
- Army and Navy HR representatives meeting to plan transition
- Full operating capability prior to transition of employees to DoD civilians



# CHR Center Policies/Systems



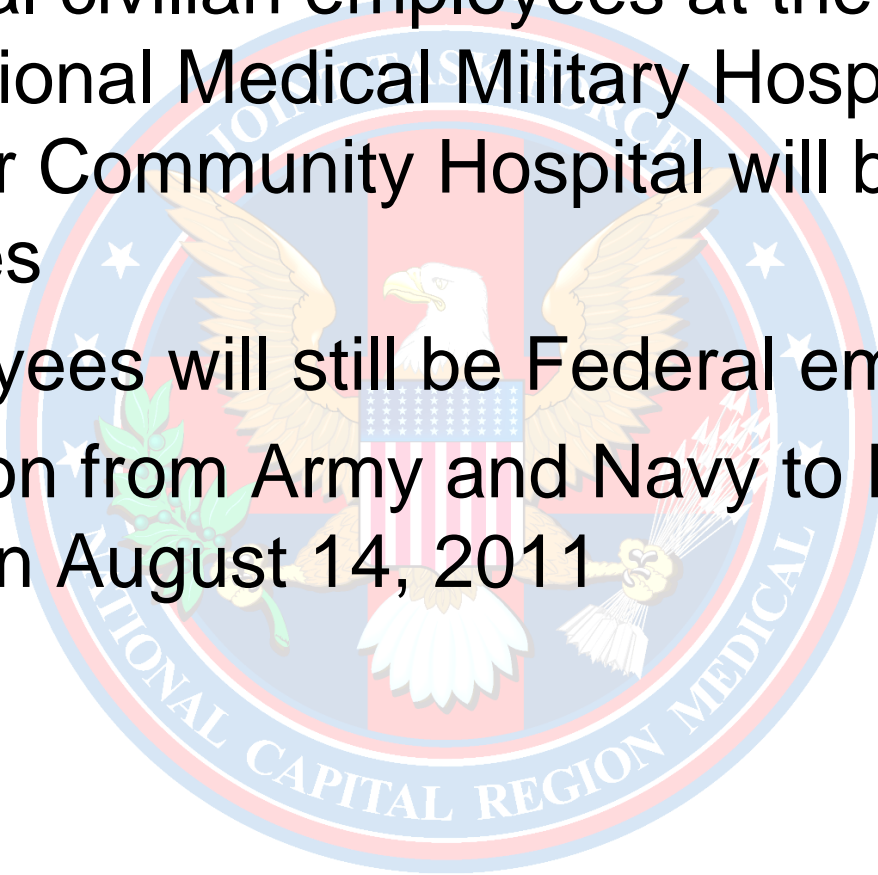
- Serviced population will be DoD civilians
  - Will establish policies, procedures and guidance related to DoD civilian personnel management/support
- Personnel systems will be:
  - Federal owned – DCPDS, EBIS, MyPay, MyBiz
  - Army owned – CPOL, FASCLASS, ABC-C



# Employee conversion to DoD



- All Federal civilian employees at the new Walter Reed National Medical Military Hospital and the Ft. Belvoir Community Hospital will be DoD employees
- All employees will still be Federal employees
- Conversion from Army and Navy to DoD will happen on August 14, 2011





# Employee conversion to DoD: Same/Different



- SAME:
  - No change in basic law, rules and regulations
  - Federal benefits will stay the same, including Insurance, Retirement, TSP, etc.
- DIFFERENT:
  - JTF CapMed will be headquarters
  - CHRC will be servicing HR office
  - Internal policies such as timekeeping, performance appraisal system, SOPs, etc.



# Demonstrations

- Civilian Personnel Online (CPOL)  
<http://www.cpol.army.mil/>
- Army Benefits Center-Civilian (ABC-C)  
<https://www.abc.army.mil/>









**Cpol**  
CIVILIAN PERSONNEL ON-LINE

*The U.S. Army has employed civilians since 1776 in support of men and women in uniform. The Department of Defense is America's oldest, largest, busiest, and most successful "company". Today, with over 350,000 civilian employees, the Army is the Department of Defense's largest federal employer.*



## Top Army Civilian Initiatives

[Latest info is always at "What's New"](#)

[2010 PACE Award News](#)

[Information and Resources for the Situation in Japan](#)

[My Biz - Employment Verification](#)

[Quick Guide - CAC Enable CSU](#)

[Quick Guide - CAC Enabling DCPDS, My Biz & My Workplace](#)



**Maintenance Events & System Announcements:**



### Employment

**Important update:**  
The Employment pages will migrate to Army Civilian Service soon and will no longer be available here.  
[Read More](#)

Please bookmark the url  
[armycivilianservice.com](http://armycivilianservice.com)

Become a member of the Army Civilian Team. Visit our Employment page and discover countless opportunities to join the Army as a Civilian. The Army has a wealth of challenging jobs with progressive employment practices, a family friendly atmosphere, exceptional benefits, and a diverse workforce.

**Maintenance Event:**  
[Fri Jun 17 through Sun Jun 19 \(Click for downtime information\)](#)



### References & Tools

We offer reference information and various tools to assist with questions concerning Civilian Human Resources.

[Updated - 30 Day Suspension of Civilian Employment Offers](#)

[Reservation of In-Sourcing Approval Authority](#)

[HR Guidance for Emergencies](#)

[BRAC Information](#)

[Army NSPS Information](#)



### Employee Portal

The CPOL Portal is a one stop site that provides access to all the information you may need as a Civilian supervisor or employee working for the Army.

→ [CAC Employee Login](#)  
(Using Common Access Card - CAC)

As of Jan 13, 2011 AG1CP implemented CAC/PKI only authentication to be in compliance with the Dec 2010 guidance provided by the CIO/G-6 IAW DoD Policy (CTO 07-015).

→ [Click here for DCPDS/MyBiz/My Workplace/CSU](#)  
(to enter NSPS Appraisal info or to view your SF-50)



## The Policy and Guidance Library

[CPOL Home](#) > [Library Index](#)

CPOL Top Pages	▶
Benefits & Entitlements	▶
Career Management	▶
Civilian Expeditionary Workforce	▶
Civilian News	▶
CPEA/Plans & Strategic Analysis	▶
Emergency Guidance & Information	▶
General Information	▶
Labor Relations	▶
Management - Employee Relations	▶
National Security Personnel System (NSPS)	▶
Nonappropriated Fund - NAF	▶
Non-Army Guidance	▶
PERMISS	▶
Position Classification	▶
Staffing & Recruitment	▶
Senior Executive Service - SES	▶
Training & Leader Development	▶



### Welcome to the Department of Army (DA) Civilian Personnel Management Policy and Guidance Library.

The primary mission of the Library is to collect, organize, provide access to, and preserve records of historical, legal, fiscal, and administrative value to the management and administration of the Army civilian workforce.

Only essential information, that which does not duplicate law or regulation is retained to avoid policy gaps and continue the execution of Army's civilian personnel management program. Current Army Regulations and DA Pamphlets may be found in the civilian functional section of the [Army Publishing Directorate](#).

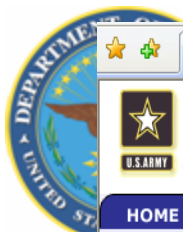

Civilian personnelists and management will also find the [Code of Federal Regulations](#) to be quite helpful.

#### Commonly Used Links:


WHAT'S  
NEW!

[A chronological listing of CPOL News and Updates](#)

- [Army Employment Information](#)
- [Questions? Problems? Try the CPOL HELP pages for guidance!](#)
- [BRAC! Army Base Realignment And Closure Information](#)
- [FY2011 ACTEDS Catalog of Training Opportunities](#) Fresh Updates!
- [NSPS - Army National Security Personnel System](#)
- [Downtime and Monthly Maintenance Event Schedule](#)
- [Latest Civilian Personnel Bulletin](#)
- [Emergency HR Guidance \(w/Natural Disasters Smartbook\)](#)
- Army Civilian Corps Established: [Memo](#) | [Creed](#)
- [Index of Helpful Links](#)
- [List of Common Acronyms](#)

CPOL Portal 10.32 Desktop



HOME

EMPLOYEE

MANAGER

HR SPECIALIST

REPORTS


CPOL > HOME

Library


Help

Helpdesk

Edit Account Info



Welcome, **norieta.hagerty** to the new CPOL Portal! You have successfully logged in.



The CPOL PORTAL is a one-stop site that provides access to all the information you may need as a Civilian Personnel employee. The Portal provides you with access to applications, information, news, benefits and much more. If you are a first time user please access the Portal Help for information on how to browse the Portal.

The latest CPOL Portal & Server Announcements


**Updated 06/08/11**

**- Release Notes:**

**As of 2 June 2011;** at 7:00am Eastern EDT, the Portal was updated with the following: Patches were not scheduled for release to production this week.


**- Archived Release Notes**

**- Portal Downtime: Thursday Morning**  
On Thursday mornings, the Portal may be taken out of service from 6:00-7:00am Eastern for regularly scheduled maintenance. We apologize for any inconvenience this may cause.




Welcome to the CPOL Library, your resource for knowledge and information.

- ➔ Benefits
- ➔ Civilian Expeditionary Workforce
- ➔ Civilian Plans & Strategies
- ➔ DCPDS JRE/JAVA and GHOSTVIEW software
- ➔ Emergency HR Guidance
- ➔ General Information
- ➔ Labor Relations
- ➔ Management - Employee Relations
- ➔ NAF - Nonappropriated Fund
- ➔ Non-Army Guidance (DoD, OPM)
- ➔ PERMISS
- ➔ Portal Library Homepage
- ➔ Position Classification
- ➔ Recruitment & Staffing
- ➔ SES - Senior Executive Service
- ➔ Training & Leadership Development



Welcome to the CPOL Links.

- ➔ AKO
- ➔ Account Request Information
- ➔ Career Management
- ➔ Civilian News
- ➔ Deputy Chief of Staff, G-1 & Entitlements
- ➔ US Army Homepage
- ➔ What's New?






National Security Personnel System

**RSS Read**

**Military and Government Computer News Feed**

GCN Top News



[HOME](#)
[EMPLOYEE](#)
[MANAGER](#)
[HR SPECIALIST](#)
[REPORTS](#)

CPOL > Employee Info

Library
 Help
 Helpdesk
 Edit Account Info

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**My SF50**

This allows you to view your SF50 Information.

Your view is:

- SF 50's dating from present back to the late 1990's.
- Only SF 50's from Army employment appears.

**Employee Data**

This allows you to view your own personnel information through the My Biz & My Workplace application within the Defense Civilian Personnel Data System(DCPDS).

You can:

- Access your account 24 hours a day/7 days a week from any workstation that is connected to (1)a .mil or .gov domain, or (2) a virtual private network (VPN) that is within a .mil or .gov domain.
- Access your personnel information immediately over a secure line.
- Access tab information for Appointment, Position, Personal, Salary, Benefits, Awards/Bonuses, and Performance information.
- Enter a Helpdesk Ticket to request a correction to your personnel record and/or provide feedback on the functionality of the tool.
- View Status of Helpdesk tickets you have entered.

**Reference Library**

Open in New Window

**Links**

- CSR and Timekeeper Guide to Avoid and Report Pay Problems
- Decision Logic Table to Report Pay Problems
- Emergency Essential Employee's FEGLI Election Opportunity
- Employee Guide to Avoid Pay Problems
- Entitlement and Benefits for Temporary Service in Iraq & Afghanistan
- NSPS Pay Tables
- OPM: Wage Tables (Pay Tables, Salary Information)

**My Links**

Manage Your Links

☐ FASCLASS
☐ DCPDS

Label

Link URL

Delete Link
Add Link

Links

Open in New Window

- Army Benefits Center - Civilian (ABC-C)
- Army Exit Survey
- CHRTAS - Apply for Training
- Competency Management System (CMS)
- DFAS/My Pay
- Defense Travel System(DTS)
- Resume Builder & ANSWER
- Thrift Savings Plan (TSP)
- Vacancy Announcement Board

Procedures for R & R Reimbursements for DAC's

Regional Homepages

Self Service User Guide

Tools and Calculators

User Guide for CAC Enabling DCPDS/My Biz & My Workplace

User Guide for Employment Verification

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## ARMY BENEFITS CENTER-CIVILIAN (ABC-C)

303 MARSHALL AVENUE  
FORT RILEY, KS 66442-5004  
(877) 276-9287

The Federal Long Term Care Insurance Program™

# FLTCIP Open Season

April 4 through June 24, 2011

[www.LTCFEDS.com](http://www.LTCFEDS.com)

[Home](#)[Site Map](#)[Contact Us](#)

### Benefit Topics

- [Court Ordered Benefits](#)
- [Financial Literacy Education](#)
- [Forms](#)
- [Health Insurance](#)
- [Life Insurance](#)
- [Open Season](#)
- [Retirement](#)
- [TSP](#)
- [Uniformed Services](#)

### What's Hot!



- [Long Term Care Insurance Open Season Information](#)
- [Affordable Care Act Information](#)
- [Non-foreign Area Retirement Equity Assurance \(NAREFA\)](#)
- [Base Realignment and Closure \(BRAC\)](#)
- [2011 Thrift Savings Plan \(TSP\) Charts I want to retire!](#)
- [New Employee Benefits Tool Kit](#)
- [How do I make a deposit/redeposit?](#)
- [How do I change my beneficiary?](#)
- [Leave Without Pay \(LWOP\)](#)
- [National Guard](#)
- [New Employee Orientation Briefing](#)
- [Non-Appropriated Fund](#)
- [Retirement Forms Preparation Briefing](#)

### Announcements

The Federal Long Term Care Insurance Program (FLTCIP) Open Season is from April 4, 2011 through June 24, 2011. Click [here](#) for more information.

The Office of Personnel Management (OPM) is finalizing the updates to the service credit system and resuming normal operations. Click [here](#) for information. Service credit [questions and answers \(Q's & A's\)](#) are also available.

Beginning January 1, 2011, eligible foster children may be covered up to age 26. Click [here](#) for the new Certification for Foster Children form.

### Newsletters

- [ABC-C Newsletter - May 2011](#)
- [Archived Newsletters](#)

### HR Professionals

- [CPAC/HR Representative Information](#)
- [Death Reporting](#)

Please tell us how we are doing. Click on the "ICE" icon below and complete the survey.



### How Do I Access the ABC-C?



[Employee Benefits Information System \(EBIS\)](#)

Problems accessing EBIS? Click [here](#) for information and assistance.



[IVRS Automated Telephone System](#)

[IVRS Menu Chart](#)

### Useful Links

- [Army Knowledge Online \(AKO\)](#)
- [CPOL Employee Portal \(Army Portal\)](#)
- [Federal Employees Dental and Vision Insurance Program \(FEDVIP\)](#)
- [Federal Employees Flexible Spending Account \(FSAFEDS\)](#)
- [Field Advisory Services \(FAS\)](#)
- [Long Term Care Insurance \(LTCI\)](#)
- [myPay](#)
- [Office of Personnel Management \(OPM\)](#)
- [Social Security Administration \(SSA\)](#)
- [Thrift Savings Plan \(TSP\)](#)